

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **HA Plan Agency Identification**

**PHA Name:** Housing Authority of The City of Hearne

**PHA Number:** TX063

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2000

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

## **5-YEAR PLAN PHA FISCAL YEARS 2000 - 2004**

## **A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

## **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS. HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores)

☒ PHA Goal: Expand the supply of assisted housing

Objectives:

☐ Apply for additional rental vouchers:

☒ Reduce public housing vacancies:

☐ Leverage private or other public funds to create additional housing opportunities:

☐ Acquire or build units or developments

☐ Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

☒ Improve public housing management: (PHAS score)

☐ Improve voucher management: (SEMAP score)

☐ Increase customer satisfaction:

☐ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)

☐ Renovate or modernize public housing units:

☐ Demolish or dispose of obsolete public housing:

☐ Provide replacement public housing:

☐ Provide replacement vouchers:

\_\_\_\_\_ Other: (list below)

\_\_\_\_\_ PHA Goal: Increase assisted housing choices

Objectives:

- \_\_\_\_\_ Provide voucher mobility counseling:
- \_\_\_\_\_ Conduct outreach efforts to potential voucher landlords
- \_\_\_\_\_ Increase voucher payment standards
- \_\_\_\_\_ Implement voucher homeownership program:
- \_\_\_\_\_ Implement public housing or other homeownership programs:
- \_\_\_\_\_ Implement public housing site-based waiting lists:
- \_\_\_\_\_ Convert public housing to vouchers:
- \_\_\_\_\_ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

☒ PHA Goal: Provide an improved living environment

Objectives:

- \_\_\_\_\_ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- \_\_\_\_\_ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- \_\_\_\_\_ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- \_\_\_\_\_ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

\_\_\_\_\_ PHA Goal: Promote self-sufficiency and asset development of assisted

Objectives:

- \_\_\_\_\_ Increase the number and percentage of employed persons in assisted families:
- \_\_\_\_\_ Provide or attract supportive services to improve assistance recipients' employability:
- \_\_\_\_\_ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- \_\_\_\_\_ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

  X   PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X        Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

       Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

       Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

       Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

☐ **High Performing PHA**

☒ **Small Agency (<250 Public Housing Units)**

☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

In accordance with Section 511 of the (Quality Housing and work Responsibility Act of 1998, the **Hearne** Housing Authority is pleased to submit the Agency Plan.

The Agency Plan is presented in two sections:

Section 1:

Five Year Plan

This section includes the PHA's Mission Statement, goals and objectives. The housing authority has considered the Mission Statement, goals and objectives of HUD in developing the Five Year Plan.

Section 2:

Annual Plan

**This section** includes the **components** required to be submitted by a small housing authority (less than 250 public housing units) that is designated a high performing housing authority.

Please refer to the Table of Contents for the components included- Any required components that are not included in d3, is submission are so indicated in the Table of Contents along with the location of the applicable materials and the date submitted to HUD, if required

In this first year of required submission, the housing authority has elected to continue to operate its programs in an **efficient**, cost **effective** manner and to explore the **options** authorized by the QHWRA, e.g., mortgaging of public housing properties. These options will be explored primarily as methods to provide safe, decent, affordable housing for eligible residents of the City of Hearne.

The Five Year and Annual Plans were available for review by the public on June 8,2000 as noted in the public notice published in the local newspaper. An attendance sheet for the public hearing as well as minutes, including resident/public comments are available for review in the housing authority's file on the Annual Plan. All comments received have been considered and addressed by the housing authority Board of Commissioners.

Questions or approval notification should be addressed to the Executive Director, Patricia Jentsch, of the housing authority.

Respectfully submitted,

Patricia Jentsch  
Executive Director

#### Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

### **Table of Contents**

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the left of the name of the attachment.

#### **Required Attachments:**

- \_\_\_\_\_ Admissions Policy for Deconcentration (TX063a02.wpd)
- \_\_\_\_\_ FY 2000 Capital Fund Program Annual Statement
- \_\_\_\_\_ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- \_\_\_\_ PHA Management Organizational Chart  
 \_\_\_\_ FY 2000 Capital Fund Program 5 Year Action Plan  
 \_\_\_\_ Public Housing Drug Elimination Program (PHDEP) Plan  
 \_\_\_\_ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
 \_\_\_\_ Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

**List of Supporting Documents Available for Review**

Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the	Annual Plan: Rent

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

### A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have **Housing Needs of Families in the Jurisdiction** that are impacted by that factor on the housing needs for each family type, from 1 being "no impact" and 5 being "severe impact."

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	9						
Income >30% but <=50% of AMI	1						
Income >50% but <80% of AMI	0						
Elderly	13						
Families with Disabilities	1						
Race/Ethnicity	2						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

\_\_\_ Consolidated Plan of the Jurisdiction/s

Indicate year: \_\_\_

\_\_\_X\_\_\_ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

\_\_\_ American Housing Survey data

\_\_\_\_\_ Indicate year: \_\_\_\_\_  
 \_\_\_\_\_ Other housing market study  
 \_\_\_\_\_ Indicate year: \_\_\_\_\_  
 \_\_\_\_\_ Other sources: (list and indicate year of information)

## A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	26		5
Extremely low income <=30% AMI	9		
Very low income (>30% but <=50% AMI)	1		
Low income (>50% but <80% AMI)	0		
Families with children	13		
Elderly families	0		
Families with Disabilities	1		
Race/ethnicity	2		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Characteristics by			
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Bedroom Size (Public Housing Only)			
1BR	15		
2 BR	7		
3 BR	4		
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No  
If yes:  
**B.** How long has it been closed (# of months)?  
Does the PHA expect to reopen the list in the PHA Plan year? No Yes  
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

### C. Strategy for Addressing Needs

The PHA intends, to the maximum extent practicable, to address the community housing needs described above. The PHA efforts over the next year will center on addressing affordability and accessibility.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☒ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups

\_\_\_\_\_ Other: (list below)

## **Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; the financial resources need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	27,879.	
b) Public Housing Capital Fund	288,818.	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	212,644.	
<b>4. Other income (list below)</b>	10,928.	
<b>4. Non-federal sources (list below)</b>		

Sources	Planned \$	Planned Uses
<b>Total resources</b>	540,269.	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) Top of Waiting List.  
☐ When families are within a certain time of being offered a unit: (state time)  
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity  
☒ Rental history  
☒ Housekeeping  
☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☐ Two  
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies

- ☒ Overhoused  
☒ Underhoused  
☒ Medical justification  
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
\_\_\_\_ Resident choice: (state circumstances below)  
\_\_\_\_ Other: (list below)

a. Preferences

X1. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- \_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
\_\_\_\_ Victims of domestic violence  
\_\_\_\_ Substandard housing  
\_\_\_\_ Homelessness  
\_\_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- \_\_\_\_ Working families and those unable to work because of age or disability  
\_\_\_\_ Veterans and veterans' families  
\_\_\_\_ Residents who live and/or work in the jurisdiction  
\_\_\_\_ Those enrolled currently in educational, training, or upward mobility programs  
\_\_\_\_ Households that contribute to meeting income goals (broad range of incomes)  
\_\_\_\_ Households that contribute to meeting income requirements (targeting)  
\_\_\_\_ Those previously enrolled in educational, training, or upward mobility programs  
\_\_\_\_ Victims of reprisals or hate crimes  
\_\_\_\_ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

\_\_\_\_ Date and Time

Former Federal preferences:

- \_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
\_\_\_\_ Victims of domestic violence  
\_\_\_\_ Substandard housing

- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

#### **(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to

promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

\_\_\_\_\_ Adoption of site based waiting lists

\_\_\_\_\_ If selected, list targeted developments below:

\_\_\_\_\_ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

\_\_\_\_\_ If selected, list targeted developments below:

\_\_\_\_\_ Employing new admission preferences at targeted developments

\_\_\_\_\_ If selected, list targeted developments below:

\_\_\_\_\_ Other (list policies and developments targeted below)

d. \_\_\_\_\_ Yes \_\_\_\_\_ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

\_\_\_\_\_ Additional affirmative marketing

\_\_\_\_\_ Actions to improve the marketability of certain developments

\_\_\_\_\_ Adoption or adjustment of ceiling rents for certain developments

\_\_\_\_\_ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

\_\_\_\_\_ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

\_\_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts

\_\_\_\_\_ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

\_\_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts

\_\_\_\_\_ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- \_\_\_\_\_ Criminal or drug-related activity only to the extent required by law or regulation
- \_\_\_\_\_ Criminal and drug-related activity, more extensively than required by law or regulation
- \_\_\_\_\_ More general screening than criminal and drug-related activity (list factors below)
- \_\_\_\_\_ Other (list below)
- b. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- \_\_\_\_\_ Criminal or drug-related activity
- \_\_\_\_\_ Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- \_\_\_\_\_ None
- \_\_\_\_\_ Federal public housing
- \_\_\_\_\_ Federal moderate rehabilitation
- \_\_\_\_\_ Federal project-based certificate program
- \_\_\_\_\_ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- \_\_\_\_\_ PHA main administrative office
- \_\_\_\_\_ Other (list below)

**(3) Search Time**

- a. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting

\_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8

program to families at or below 30% of median area income?

b. Preferences

1. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- \_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- \_\_\_\_ Victims of domestic violence
- \_\_\_\_ Substandard housing
- \_\_\_\_ Homelessness
- \_\_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- \_\_\_\_ Working families and those unable to work because of age or disability
- \_\_\_\_ Veterans and veterans' families
- \_\_\_\_ Residents who live and/or work in your jurisdiction
- \_\_\_\_ Those enrolled currently in educational, training, or upward mobility programs
- \_\_\_\_ Households that contribute to meeting income goals (broad range of incomes)
- \_\_\_\_ Households that contribute to meeting income requirements (targeting)
- \_\_\_\_ Those previously enrolled in educational, training, or upward mobility programs
- \_\_\_\_ Victims of reprisals or hate crimes
- \_\_\_\_ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

\_\_\_\_ Date and Time

Former Federal preferences

- \_\_\_\_ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- \_\_\_\_ Victims of domestic violence
- \_\_\_\_ Substandard housing
- \_\_\_\_ Homelessness
- \_\_\_\_ High rent burden

Other preferences (select all that apply)

- \_\_\_\_ Working families and those unable to work because of age or disability
- \_\_\_\_ Veterans and veterans' families
- \_\_\_\_ Residents who live and/or work in your jurisdiction

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

## **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☒ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or

percentage: (if selected, specify threshold) \_\_\_\_\_  
Other (list below) \_\_\_\_\_

- g. \_\_\_\_ Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- \_\_\_\_ The section 8 rent reasonableness study of comparable housing  
\_\_\_\_ Survey of rents listed in local newspaper  
\_\_\_\_ Survey of similar unassisted units in the neighborhood  
X Other (list/describe below) The PHA will use 95% of the FMR as Flat Rents.

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant - based section 8 assistance program (vouchers, and until completely merged into the voucher program).**

### **6) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

\_\_\_\_ At or above 90% but below 100% of FMR  
\_\_\_\_ 100% of FMR  
\_\_\_\_ Above 100% but at or below 110% of FMR  
\_\_\_\_ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

\_\_\_\_ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area  
\_\_\_\_ The PHA has chosen to serve additional families by lowering the payment standard  
\_\_\_\_ Reflects market or submarket  
\_\_\_\_ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

\_\_\_\_ FMRs are not adequate to ensure success among assisted families in the PHA's

- \_\_\_\_\_ segment of the FMR area  
 \_\_\_\_\_ Reflects market or submarket  
 \_\_\_\_\_ To increase housing options for families  
 \_\_\_\_\_ Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)  
 \_\_\_\_\_ Annually  
 \_\_\_\_\_ Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)  
 \_\_\_\_\_ Success rates of assisted families  
 \_\_\_\_\_ Rent burdens of assisted families  
 \_\_\_\_\_ Other (list below)

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)  
 \_\_\_\_\_ \$0  
 \_\_\_\_\_ \$1-\$25  
 \_\_\_\_\_ \$26-\$50
- b. \_\_\_\_\_ Yes \_\_\_\_\_ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- \_\_\_\_\_ An organization chart showing the PHA's management structure and organization is attached.  
 \_\_\_\_\_ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the reporting year, and expected turnover in each. (Use "NA" to indicate if PHA does not operate any of the programs listed below.)		
Program Name	Units or Families Served at Year Beginning	Expected Turnover

Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (1) Public Housing Maintenance and Management (list below) 8 management.

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. \_\_\_\_ Yes \_\_X\_\_ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)  
 \_\_\_\_ PHA main administrative office

\_\_\_\_ PHA development management offices  
\_\_\_\_ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

\_\_\_\_ PHA main administrative office  
\_\_\_\_ Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables ~~Selected on the table library at the end of the PHA Plan template~~ **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52834. ~~The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)~~

-or-

\_\_\_\_ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.   X   Yes \_\_\_\_ No: Is the PHA providing an optional 5-Year Action Plan for the

Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

\_\_\_\_\_ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

\_\_\_\_\_ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

\_\_\_\_\_ Revitalization Plan under development  
\_\_\_\_\_ Revitalization Plan submitted, pending approval  
\_\_\_\_\_ Revitalization Plan approved  
\_\_\_\_\_ Activities pursuant to an approved Revitalization Plan underway

\_\_\_\_\_ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

\_\_\_\_\_ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

\_\_\_\_\_ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes X **No:** Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: <u>Demolition</u> <u>Disposition</u>
3. Application status (select one) <u>Approved</u> <u>Submitted, pending approval</u> <u>Planned application</u>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) <u>Part of the development</u> <u>Total development</u>
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.79 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes X **No:** Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to

complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: ____ Occupancy by only the elderly ____ Occupancy by families with disabilities ____ Occupancy by only elderly families and families with disabilities
3. Application status (select one) ____ Approved; included in the PHA’s Designation Plan ____ Submitted, pending approval ____ Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ____ New Designation Plan ____ Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) ____ Part of the development ____ Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. \_\_\_\_ Yes \_\_X\_\_ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description

information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
<b>11. Homeownership Programs Administered by the PHA</b>
[24 CFR Part 903.7 9 (k)]

## A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. \_\_\_\_ Yes \_\_X\_\_ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description  
 \_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ____ HOPE I ____ 5(h) ____ Turnkey III ____ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ____ Approved; included in the PHA's Homeownership Plan/Program ____ Submitted, pending approval ____ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ____ Part of the development ____ Total development

## **B. Section 8 Tenant Based Assistance**

1. \_\_\_\_ Yes \_\_X\_\_ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.79 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**A. PHA Coordination with the Welfare (TANF) Agency**

**1. Cooperative agreements:**

☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals  
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies  
☐ Public housing admissions policies  
☐ Section 8 admissions policies  
☐ Preference in admission to section 8 for certain public housing families  
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
☐ Preference/eligibility for public housing homeownership option participation  
☐ Preference/eligibility for section 8 homeownership option participation  
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation
---

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. \_\_\_\_ Yes \_\_\_\_ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- \_\_\_\_ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - \_\_\_\_ Informing residents of new policy on admission and reexamination
  - \_\_\_\_ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - \_\_\_\_ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - \_\_\_\_ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - \_\_\_\_ Other: (list below)

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- \_\_\_\_ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - \_\_\_\_ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - \_\_\_\_ Residents fearful for their safety and/or the safety of their children
  - \_\_\_\_ Observed lower-level crime, vandalism and/or graffiti
  - \_\_\_\_ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - \_\_\_\_ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

☐ Safety and security survey of residents  
☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority  
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti  
☐ Resident reports  
☐ PHA employee reports  
☐ Police reports  
☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs  
☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities  
☐ Crime Prevention Through Environmental Design  
☐ Activities targeted to at-risk youth, adults, or seniors  
☐ Volunteer Resident Patrol/Block Watchers Program  
☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan  
☐ Police provide crime data to housing authority staff for analysis and action  
☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)  
☐ Police regularly testify in and otherwise support eviction cases  
☐ Police regularly meet with the PHA management and residents  
☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services  
☐ Other activities (list below)

2. Which developments are most affected? (list below)

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

##### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

##### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)? \_\_\_\_\_

##### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
- ☐ List changes below:
- ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on

\_\_\_\_\_ ballot  
\_\_\_\_\_ Other: (describe)

b. Eligible candidates: (select one)

\_\_\_\_\_ Any recipient of PHA assistance  
\_\_\_\_\_ Any head of household receiving PHA assistance  
\_\_\_\_\_ Any adult recipient of PHA assistance  
\_\_\_\_\_ Any adult member of a resident or assisted family organization  
\_\_\_\_\_ Other (list)

c. Eligible voters: (select all that apply)

\_\_\_\_\_ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
\_\_\_\_\_ Representatives of all PHA resident and assisted family organizations  
\_\_\_\_\_ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

State of Texas TDHCA

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

\_\_\_\_\_ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
\_\_\_\_\_ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
\_\_\_\_\_ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
\_\_\_X\_\_\_ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

\_\_\_\_\_ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and III

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	3000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	4000
8	1440 Site Acquisition	
9	1450 Site Improvement	60000
10	1460 Dwelling Structures	53518
11	1465.1 Dwelling Equipment-Nonexpendable	154300
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	14000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>288818</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation	38518

Annual Statement

Table Library

## Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX063001. 2.3			
HAW	Administration	1410	3000
HAW	Consultant fees & now technical salaries	1430	4000
HAW	All 6 sites= plant trees, shape ditches and rework sidewalks as necessary	1450	60000
	add seal & chip coat to site only streets		20000
HAW	Change out all overhead incandescent lights to flurescent	1460	38518
	Remove all graffiti		15000
HAW	Replace 60 refrigerators	1465.1	21000
	Install air conditioners in 92 non elderly		133300
HAW	Replace grounds mower	1475	14000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
TX063001,2,3	3/31/2001	9/30/2003

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Total estimated cost over next 5 years			

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

## Table of Contents

### PLAN COMPONENTS

Component and Title	Submitted(Y/N)	Page #	If no, location of applicable material
Executive Summary	Yes	1	
Table of Contents	Yes	TOC	
Progress Report	No		
Five Year Plan	Yes	1-5	
Annual Plan:			
A. Statement of Housing Needs	yes	a1-a7	
B. Statement of Financial Resources	yes	b1	
C. Statement of Policies on Eligibility	yes	c1-c22	
D. Statement of Rent Determination Policies	yes	d1-d8	
E. Statement of PHA Operation & Management	yes	e1-e2	
F. Statement of Grievance & Hearing Procedures	yes	f1-f12	
G. Statement of Capital Improvements Needed	yes	g1-g6	
H. Statement of Demolition/Disposition	yes	h1	
I. Statement of Public Housing Projects Designated for Elderly or Families with Disabilities	yes	i1	

## Table of Contents

Component and Title	Submitted( Y/N)	Page #	If no, location of applicable material
J. Statement of Conversion of Public Housing to Tenant-Based Housing	yes	j1-j2	
K. Statement of Homeownership Programs	yes	k1	
L. Statement of Safety & Crime Prevention Measures	yes	L1-L2	
M Statement of Pet Policies	yes	m1-m2	
N. Civil Rights Certification	yes	n1	
O. Audit	yes	o1	

## **Component A - Statement of Housing Needs**

---

### **STATEMENT OF HOUSING NEEDS**

#### **Housing Authority of The City of Hearne**

The PHA has analyzed the housing needs of low-income and very low-income families who reside in the PHA's jurisdiction. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups residing in the jurisdiction.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of afford ability, supply, quality, accessibility, size of units and location.

The PHA is not located in a city or county with its own Consolidated Plan. However, the State's Consolidated Plan accurately describes the housing needs of the jurisdiction. Applicable portions of the State's Consolidated Plan are attached.

The PHA's analysis of housing needs was obtained by the following method:

*Through the use of the Internet and the census information for 1995 State and County Income and Poverty, and, also, by accessing the baseline information on household characteristics for small areas. The Web Page of HUD was accessed for the income limits and fair market housing.*

## **Component A - Statement of Housing Needs**

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### **WAITING LIST**

The PHA has analyzed the housing needs of low-income and very low-income families on the PHA's public housing and Section 8 waiting lists. Included in the analysis are housing needs of extremely low-income families, elderly families and families with disabilities, and households of various races and ethnic groups on the PHA's waiting lists.

The housing needs of each of these groups have been identified separately. The identification of housing needs took into account issues of afford ability, supply, quality, accessibility, size of units and location.

The PHA has conducted an analysis of its public housing waiting list analysis. Table is attached.

### **NEEDS ASSESSMENT**

Through analysis of the PHA's jurisdiction and waiting lists, the PHA believes that extremely low-income families, very low-income families, low-income families, working poor families, persons with disabilities, and elderly persons households are least well-served in the PHA's jurisdiction. As required, the information provided includes:

Households with incomes below 30% of area median (extremely low income)

Elderly households and households with disabilities

Identification of household race and ethnicity

### **BARRIERS TO AFFORDABLE HOUSING**

There are barriers in the PHA's jurisdiction with impact the PHA's ability to provide affordable housing to these needy populations. The population group(s) identified extremely low-income families, very low-income families, low-income families, working poor families, persons with disabilities and elderly persons households faces the following barriers to obtaining affordable housing:

Afford ability

Supply of housing resources

Quality of available housing

Accessibility

## **Component A - Statement of Housing Needs**

---

### **STRATEGIES TO ADDRESS NEEDS**

The PHA intends, to the maximum extent practicable, to address the community housing needs described above. . The PHA efforts over the next year will center on addressing affordability and accessibility.

Other strategies to be considered include:

- respond to HUD Notices of Funding Availability for additional funds

- develop partnerships with nonprofit homeless shelters, transitional housing providers, and affordable housing providers.

## Component A - Statement of Housing Needs

### Component A – Statement of Housing Needs

#### Household Income/Affordability Housing Payment Worksheet

		FACTOR	1 person	2 person	3 person	4 person	5 person	6 person
1	Median Family Income							
2	VL <30%							
3	Income		13350	15250	17150	19100	20600	22150
4	Home Value	2.5	33375	38125	42875	47750	51500	55375
5	Rent	0.3	333.75	381.25	428.75	477.5	515	553.75
6	Low 30-50%							
7	Income		22250	25450	28600	31800	34350	36900
8	Home Value	2.5	55625	63625	71500	79500	85875	92250
9	Rent	0.3	556.25	636.25	715	795	858.75	922.5
10	low-moderate 50-80%							
11	Income		33450	38250	43000	47800	51800	55450
12	Home Value	2.5	83625	95625	107500	119500	129000	138625
13	Rent	0.3	836.25	956.25	1075	1195	1290	1386.25
14	Moderate 80%-median							
15	Income		41812.5	47812.5	53750	59750	64500	69312
16	Home Value	2.5	104531.25	119531.25	134375	149375	161250	173281.25
17	Rent	0.3	10453.125	11953.125	1343.75	1493.75	1612.5	1732.8125
18	Median-125%							
19	Income		52265.625	59765.625	67187.5	74887.5	80625	86640.625
20	Home Value	2.5	130664.0625	149414.0625	167968.75	186718.75	201562.5	216601.5625
21	Rent	0.3	13066.40625	14941.40625	1679.6875	1867.1875	2015.625	2166.015625

Home value is ownership market value at 2.5 times the annual salary  
Rent is monthly rent payment at 30% of income

## **Component A - Statement of Housing Needs**

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## Component A - Statement of Housing Needs

### Component A – Statement of Housing Needs

#### Household Income/Affordability Housing Payment Worksheet

	FACTOR	1 person	2 person	3 person	4 person	5 person	6 person	7 person
1	Median Family Income							
2	VL <30%							
3	Income							
4	Home Value	2.5	7350	8400	9450	10500	11350	12200
5	Rent	0.3	183.75	210	236.25	262.5	284	305
6	Low 30-50%							
7	Income		12250	14000	15750	17500	18900	20300
8	Home Value	2.5	30625	35000	39375	43750	47250	50750
9	Rent	0.3	306.25	350	393.75	437.5	472.5	507.5
10	low-moderate 50-80%							
11	Income		19500	22400	25200	28000	30250	32500
12	Home Value	2.5	49000	56000	63000	70000	75625	81250
13	Rent	0.3	490	560	630	700	756.25	812.5
14	Moderate 80-median							
15	Income							
16	Home Value	2.5						
17	Rent	0.3						
18	Median-125%							
19	Income							
20	Home Value	2.5						
21	Rent	0.3						

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Agency Plan 7/1/99

## **Component A - Statement of Housing Needs**

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## **Component B - Statement of Financial Resources**

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### **STATEMENT OF FINANCIAL RESOURCES**

As required under the Quality Housing and Work Responsibility Act of 1998, the Housing Authority of the City of Hearne is submitting a Statement of Financial Resources. The Statement includes projected income and expense for the operation of the public housing and tenant-based assistance programs for the fiscal year beginning October 1, 2000 and ending September 30, 2001.

The agency uses a governmental fund for budgeting and financial reporting in the public housing program.

For the plan year, total income projected for the public housing program is **\$572,168**. This is **\$337,636. more** than for the previous plan year. Total expenses for the public housing program for the plan year are estimated at **\$548,660**. This is **\$276,915. more** than for the previous plan year. Undesignated Fund Balance/Retained Earnings is estimated to **increase** by **\$23,508**.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **PUBLIC HOUSING**

#### **1. ELIGIBILITY**

##### **A. QUALIFICATION FOR ADMISSION**

It is the PHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

Is a family as defined in this Chapter;

Heads a household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 200 and Part 5, Subpart E).

Has an Annual Income at the time of admission that does not exceed the low income limits for occupancy established by HUD and posted separately in the PHA offices.

The Quality Housing and Work Responsibility Act of 1998 authorizes PHAs to admit families whose income does not exceed the low-income limit (80% of median area income) once the PHA has met the annual 40% targeted income requirement of extremely low-income families (families whose income does not exceed 30% of median area income).

Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;

Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.

##### **Timing for the Verification of Qualifying Factors**

The qualifying factors of eligibility, other than citizenship status, will be verified before the family is placed on the waiting list.

##### **B. FAMILY COMPOSITION**

###### **Definition of Family**

The applicant must qualify as a Family. A Family may be a single person or a group of persons. Discrimination on the basis of familial status is prohibited, and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law. For occupancy standards purposes, the applicant may claim a spousal relationship.

A group of persons is defined by the PHA as two or more persons who intend to share residency whose income and resources are available to meet the family's needs, and will live together in PHA housing.

###### **Head of Household**

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Persons who are 18 years of age..

A family may designate an elderly or disabled family member as head of household solely to qualify the family as an Elderly Family, provided that the person is at least partially responsible for paying the rent.

### **Over Income Families**

The PHA will rent units to over-income families on a month-to-month basis, if there are no eligible families applying for assistance that month.

Over-income families must agree to vacate the unit with at least 30 day's notice provided by the PHA, if the unit is needed for an income-eligible family.

The PHA will publish a 30-day notice in the Hearne Democrat if the PHA determines the need to house over-income families.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **C. MANDATORY SOCIAL SECURITY NUMBERS**

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to admission, if they have been issued a number by the Social Security Administration. This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

If a member does not have a Social Security Number they must sign a certification stating that they do not have one. The certification shall:

state the individual's name;

state that the individual has not been issued a Social Security Number;

state that the individual will disclose the Social Security Number, if they obtain one at a later date;

be signed and dated.

### **D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS**

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

No individual or family applying for financial assistance may receive such financial assistance prior to the affirmative establishment and verification of eligibility of at least one individual or family member.

### **E. OTHER ELIGIBILITY CRITERIA**

#### **Denial of Admission for Previous Debts to This or Any Other PHA**

Previous outstanding debts to this PHA or any PHA resulting from a previous tenancy in the public housing or Section 8 program must be paid in full prior to admission. No Payment Agreement will be accepted.

At the time of initial application, the applicant must pay any previous debt prior to being placed on the waiting list.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Either spouse is responsible for the entire debt incurred as a previous PHA tenant. Children of the head or spouse who had incurred a debt to the PHA will not be held responsible for the parent's previous debt.

### **F. ONE STRIKE POLICY**

#### **Denial of Admission for Drug-Related and/or Other Criminal Activity**

##### **Screening for "One Strike"**

In an effort to prevent drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or the right to peaceful enjoyment of the premises by other residents, the PHA will endeavor to screen applicants as thoroughly and fairly as possible.

If in the past the PHA initiated a lease termination, which may or may not have resulted in eviction for any reason cited under the One Strike Notice, for a family, as a prior resident of public housing, the PHA shall have the discretion to consider all circumstances of the case regarding the extent of participation by non-involved family members.

The PHA will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the PHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

If as a result of the standardized inquiry, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related criminal or violent criminal activity, the PHA will conduct closer inquiry to determine whether the family should be denied admission.

If the screening indicates that any family member has been arrested or convicted within the prior 3 years for drug-related or violent criminal activity, the PHA shall obtain verification through police/court records.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **Law Enforcement Records**

The PHA will do a name check only through its local law enforcement agency to access limited information from the NCIC.

The PHA acknowledges that a name check only may result in an inconclusive result without a positive fingerprint comparison. The results of an inconclusive name check will not be used to deny an applicant admission to housing.

### **Standard for Violation**

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug-related criminal activity are ineligible for admission to Public Housing for a three-year period beginning on the date of such eviction.

**The PHA will not waive this requirement.**

No member of the applicant's family may have engaged in drug related or violent criminal activity within the past **3 years**.

The PHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

The PHA will deny participation in the program to applicants where the PHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or engages in drug-related or other criminal activity. The same will apply if it is determined that the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents. This includes cases where the PHA determines that there is a pattern of illegal use of controlled substances or a pattern of alcohol abuse.

The PHA will consider the use of a controlled substance or alcohol to be a *pattern* if there is more than one incident during the previous 12 months.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

"Engaged in or engaging in or recent history of" drug related criminal activity means any act within the past 2 years by applicants or participants, household members, or guests which involved drug-related criminal activity including, without limitation, drug-related criminal activity, possession and/or use of narcotic paraphernalia, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

"Engaged in or engaging in or recent history of" criminal activity means any act within the past 2 years by applicants or participants, household members, or guests which involved criminal activity that would threaten the health, safety or right to peaceful enjoyment of the public housing premises by other residents or employees of the PHA, which did or did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

In evaluating evidence of negative past behavior, the PHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

The PHA will not waive this policy.

The PHA may permit eligibility for occupancy and impose conditions that the involved family member(s) does not reside in the unit. The PHA will consider evidence that the person is no longer in the household such as [divorce decree/incarceration/death/copy of a new lease with the owner's telephone number and address/or other substantiating evidence].

### **Other Criminal Activity**

"Other criminal activity" means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior which would adversely affect the health, safety, or welfare of other residents.

For the purposes of this policy, this is construed to mean that a member of the current family has been convicted of any criminal or drug-related criminal activity within the past 36 months.

HUD defines violent criminal activity as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

No family member may have engaged in or threatened abusive or violent behavior toward PHA personnel at any time.

No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last 3 years.

### **Evidence**

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **Obtaining Information From Drug Abuse Treatment Centers**

The PHA will inquire of all applicants whether they are currently using or in the past have ever engaged in the illegal use of a controlled substance.

The PHA will inquire of all applicants who respond in the affirmative whether they are currently receiving treatment or have ever received treatment at a drug abuse treatment facility.

All applicants who respond in the affirmative will be required to sign a written consent authorizing the PHA to receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

The authorization will be sent to the drug abuse treatment facility with a PHA postage paid return addressed envelope addressed to the attention of the Executive Director.

The PHA will maintain such information received from a drug abuse treatment facility in a manner that respects its confidentiality.

Such confidential information will be reviewed by the [PHA staff title] who will make a decision as to the outcome of the review.

Such confidential information will not be misused or improperly disseminated and will be destroyed not later than 5 days after the date on which the PHA gives final approval for admission.

If the application is denied, the information will be destroyed within 30 days following the date on which the statute of limitations for commencement of a civil action from the applicant based upon the denial of admission has expired.

### **Confidentiality of Criminal Records**

The PHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

All criminal reports, while needed by Executive Director for screening for criminal behavior, will be housed in a locked file with access restricted to individuals responsible for such screening.

Misuse of the above information by any employee will be grounds for termination of employment.

If the family is determined eligible for initial or continued assistance, the PHA's copy of the criminal report shall be shredded as soon as the information is no longer needed for eligibility or continued assistance determination.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

If the family's assistance is denied or terminated, the criminal record information shall be shredded immediately upon completion of the review or hearing procedures and a final decision has been made.

The PHA will document in the family's file that the family was denied admission or the tenancy was terminated due to findings in the Criminal History Report

### **Disclosure of Criminal Records to Family**

Before the PHA takes any adverse action based on a criminal conviction record, the applicant will be provided with a copy of the criminal record and an opportunity to dispute the record . Applicants will be provided an opportunity to dispute the record at an informal hearing. Tenants may contest such records at the court hearing in the case of evictions.

### **G. SCREENING FOR SUITABILITY** [24 CFR 960.204, 960.205]

The PHA's minimum age for admission as head of household is 18, to avoid entering into leases which would not be valid or enforceable under applicable law.

The PHA does not permit a parent or legal guardian to co-sign the lease on the applicant's behalf if the head of household is under 18.

As a part of the final eligibility determination, the PHA will screen each applicant household to assess their suitability as renters.

The PHA will complete a rental history check on all applicants.

The PHA shall rely upon sources of information which may include, but not be limited to, PHA records, personal interviews with the applicant or tenant, interviews with previous landlords, employers, family social workers, parole officers, criminal and court records, clinics, physicians or the police department, and home visits for persons who have had negative landlord reference(s) for poor housekeeping habits.

This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant is likely to interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare.

Factors to be considered in the screening are housekeeping habits, rent paying habits, prior history as a tenant, criminal records, the ability of the applicant to maintain the responsibilities of tenancy, and whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, or the physical environment, or the financial stability of the project.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **Rent Paying Habits**

The PHA will examine any Housing Authority records from a prior tenancy, and will request written references from the applicant's current landlord and may request written references from former landlords for up to the past 3 years.

Based upon these verifications, the PHA will determine if the applicant was chronically late with rent payments, was evicted at any time during the past 3 years for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any of these circumstances could be grounds for an ineligibility determination, depending on the amount of control the applicant had over the situation.

Applicants will not be considered to have a poor credit history if they were late paying rent because they were withholding rent due to substandard housing conditions in a manner consistent with a local ordinance; or had a poor rent paying history clearly related to an excessive rent relative to their income (using 50% of their gross income as a guide,) and responsible efforts were made by the family to resolve the nonpayment problem.

The lack of credit history will not disqualify a family, but a poor credit history will, with the exceptions noted above.

Where past rent paying ability cannot be documented, the PHA will check with the utility company(s) to determine whether the family has been current and timely on their payments.

### **Applicants Who Claim Mitigating Circumstances**

Applicants who have requested a reasonable accommodation as a person with a disability and who have been determined eligible, but fail to meet the Applicant Selection Criteria, will be offered an opportunity for a second meeting to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed in accordance with the screening procedures.

### **Documenting Findings**

An authorized representative of the PHA shall document any pertinent information received relative to the following:

Criminal Activity - includes the activities listed in the definition of criminal activity in this section.

Pattern of Violent Behavior - includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.

Pattern of Drug Use - includes a determination by the PHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Drug Related Criminal Activity - includes a determination by the PHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.

Pattern of Alcohol Abuse - includes a determination by the PHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

Initiating Threats - or behaving in a manner indicating an intent to assault employees or other tenants.

Abandonment of a Public Housing Unit - without advising PHA officials so that staff may secure the unit and protect its property from vandalism.

Non-Payment of Rightful Obligations - including rent and/or utilities and other charges owed to the PHA [or any other PHA].

Intentionally Falsifying an Application for Leasing - including uttering or otherwise providing false information about family income and size, using an alias on the application for housing, or making any other material false statement or omission intended to mislead.

Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior - consists of patterns of behavior which endanger the life, safety, or welfare of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides, or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. Includes judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or frequent loud parties, which have resulted in serious disturbances of neighbors.

Grossly Unsanitary or Hazardous Housekeeping - includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage in halls; or serious neglect of the premises. This category does not include families whose housekeeping is found to be superficially unclean or due to lack of orderliness, where such conditions do not create a problem for neighbors.

Destruction of Property from previous rentals.

Whether Applicant or Tenant is Capable of Maintaining the Responsibilities of Tenancy - The applicant's present living arrangements and a statement obtained from applicant's physician, social worker, or other health professional will be among factors considered in making this determination. The availability of a live-in attendant will be considered in making this determination.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects.

The PHA may waive the policies prohibiting admission in these circumstances if the person demonstrates to the PHA's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program.

### **Prohibited Criteria for Denial of Admission**

Applicants will NOT be rejected because they:

Have no income;

Are not employed;

Do not participate in a job training program;

Will not apply for various welfare or benefit programs;

Have children;

Have children born out of wedlock;

Are on welfare;

Are students.

## **2. TENANT SELECTION AND ASSIGNMENT PLAN**

**(Includes Preferences and Managing the Waiting List)**

### **INTRODUCTION**

It is the PHA's policy that each applicant shall be assigned an appropriate place on a jurisdiction-wide waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence. The PHA will offer the unit until it is accepted. This Chapter describes the PHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

### **PHA's Objectives**

PHA policies will be followed consistently and will affirmatively further HUD's fair housing goals.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

### **A. MANAGEMENT OF THE WAITING LIST**

All applicants in the pool will be maintained in order of date and time of application receipt.

Applications equal in preference will be maintained by date and time sequence.

#### **Opening and Closing the Waiting Lists**

The PHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit the number of applicants who qualify for a local preference, and the ability of the PHA to house an applicant in an appropriate unit within a reasonable period of time.

When the PHA opens the waiting list, the PHA will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

#### **The Hearne Democrat**

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

Limitations, if any, on who may apply.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **When Application Taking is Suspended**

The PHA may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 24 months.

During the period when the waiting list is closed, the PHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

The PHA will not announce suspension of application-taking.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next 24 months.

The PHA will give at least three days' notice prior to closing the list.

The PHA will update the waiting list annually by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the PHA will advise families of their responsibility to notify the PHA when mailing address or telephone numbers change.

### **Reopening the List**

If the waiting list is closed and the PHA decides to open the waiting list, the PHA will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the PHA may elect to accept applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

### **Limits on Who May Apply**

When the waiting list is open,

Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the PHA may only accept applications from:

Any family claiming disability preference(s).

Any family whose admission would further deconcentration of poverty and income-mixing.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

If there are sufficient applications from elderly families, disabled families, and displaced singles, applications will not be accepted from Other Singles.

### **B. SITE BASED WAITING LISTS**

The PHA does not offer a system of site-based waiting lists.

Every reasonable action will be taken by the PHA to assure that applicants can make informed choices regarding the project(s) in which they wish to reside. The PHA will disclose information to applicants regarding the location of available sites, occupancy number and size of accessible units. The PHA will also include basic information relative to amenities such as day care, security, transportation, training programs, and an estimate of the period of time the applicant will likely have to wait to be admitted to units of different types.

### **C. WAITING LIST PREFERENCES**

An applicant will not be granted any preference if any member of the family has been evicted from any federally assisted housing during the past three years because of drug-related criminal activity.

The PHA will grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program.

The evicted person was not involved in the drug related activity that occasioned the eviction.

If an applicant makes a false statement in order to qualify for a local preference, the PHA will deny admission to the program for the family.

#### **\* The PHA uses the following Local Preferences:**

Mixed income preference: for families with incomes needed to achieve deconcentration of poverty and income-mixing goals.

Working preference (24 CFR 5.415): for families with at least one adult who is employed . This preference is extended equally to an applicant whose head or spouse are age 62 or older or are receiving social security disability, supplemental security income disability benefits, or any other payments based on an individual's inability to work

This includes families who are graduates of or participants in educational and training programs designed to the prepare the individual for the job market.

### **Treatment of Single Applicants**

All families with children, elderly families and disabled families will have an admission preference over "Other Singles".

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Singles Preference will be applied. Singles preference states that applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status.

### **Waiting List Preferences**

Date and Time

## **D. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS**

### **Tenant Selection Criteria**

The PHA will not admit a person whom the PHA has determined is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In the event the PHA receives unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct.

The PHA may look at:

Evidence of rehabilitation;

Evidence of family's participation in counseling service programs;

Availability of such counseling service programs;

Evidence of the applicant's efforts to attempt to increase family income

Availability of training or employment programs in the locality

### **Mandatory and Permanent Ineligibility**

The PHA will permanently deny admission to public housing units of sons convicted of manufacturing or producing methamphetamine, (commonly referred to as "speed") on the premises of the assisted housing project in violation of any Federal or State law. HUD defines premises as the building or complex in which the dwelling unit is located, including common areas and grounds.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **E. INCOME TARGETING**

The PHA will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the PHA's jurisdiction.

Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low-income families."

The PHA shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHwRA by admitting less than 40 percent of "extremely poor families" to public housing in a fiscal year, to the extent that the PHA has provided more than 75 percent of newly available vouchers and certificates to "extremely poor families." This fungibility provision discretion by the PHA is also reflected in the Tenant-Based Assistance section of *Component c*.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely poor families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers and certificates in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the PHA's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the PHA's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

Fungibility shall only be utilized if the PHA is anticipated to fall short of its 40% goal for new admissions to public housing.

### **Low Income Family Admissions**

Once the PHA has met the 40% targeted income requirement for new admissions of extremely low-income families, the PHA will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

### **F. UNITS DESIGNATED FOR THE ELDERLY**

The PHA has units designed for person with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

### **Procedure to Be Used When There Are Insufficient Applicants on the List**

Where the PHA anticipates that there are insufficient elderly or near-elderly families on the waiting list for these units the PHA will notify local senior service centers and local media sources aimed at the elderly to recruit elderly families for the waiting list for these projects.

When there are no elderly applicants from other sites interested in the elderly-designated development, after conducting outreach, near-elderly applicants who are 50-62 years of age can be admitted to the elderly-designated development. If there are no near-elderly applicants on the list, the development housing management staff will contact near-elderly applicants on other development lists to determine interest and add to their list, if applicable.

### **G. UNITS DESIGNATED FOR THE DISABLED**

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

The PHA has units designed for persons with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

### **H. MIXED POPULATION UNITS**

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other PHA preferences will be applied.

### **I. GENERAL OCCUPANCY UNITS**

General occupancy units are designed to house all populations of eligible families. In accordance with the PHA's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the PHA's general occupancy units.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

All families with children, elderly families and disabled families, will have an admission preference over "Other Singles".

The HA will treat all single applicants who are not elderly or disabled as they would any other family for admission purposes.

### **J. DECONCENTRATION OF POVERTY AND INCOME-MIXING**

The PHA's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

The PHA will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

### **Deconcentration and Income-Mixing Goals**

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

### **K. VERIFICATION OF PREFERENCE QUALIFICATION** [24 CFR 5.415]

The PHA will verify all preference claims at the time they are made.

The PHA will reverify a preference claim, if the PHA feels the family's circumstances have changed, at time of selection from the waiting list.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

### **Change in Circumstances**

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the PHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

### **L. PREFERENCE DENIAL** [24 CFR 5.415]

If the PHA denies a preference, the PHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a review. The applicant will have 10 working days to request the meeting in writing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.

### **M. REMOVAL FROM WAITING LIST AND PURGING** [24 CFR 960.204(a)]

The waiting list will be purged at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within 10 working days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

### **N. PLAN FOR UNIT OFFERS**

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

Plan "A". Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

### **O. APPLICANT STATUS AFTER FINAL UNIT OFFER**

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

When an applicant rejects the final unit offer the PHA will:

Place the applicant's name on the bottom of the waiting list.

"Bottom of the waiting list" means that the applicant will be denied the benefits of any local preferences for 6 months.

### **P. TIME-LIMIT FOR ACCEPTANCE OF UNIT**

Applicants must accept a unit offer within 10 working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the PHA will send a letter.

#### **Applicants Unable to Take Occupancy**

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be placed at the bottom of the waiting list.

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

The family demonstrates to the PHA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.

The unit is inappropriate for the applicant's disabilities.

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **Applicants With a Change in Family Size or Status**

Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The PHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

### **3. OCCUPANCY GUIDELINES**

#### **A. DETERMINING UNIT SIZE**

The PHA does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom. The PHA's Occupancy Guideline standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy standards, an adult is a person 18 years or older.

All guidelines in this section relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

One bedroom will generally be assigned for every two family members. The PHA will consider factors such as family characteristics including sex, age, or relationship, the number of bedrooms and size of sleeping areas or bedrooms and the overall size of the dwelling unit. Consideration will also be given for medical reasons and the presence of a live-in aide.

The living room will not be used as a bedroom.

#### **GUIDELINES FOR DETERMINING BEDROOM SIZE**

Bedroom Size	Persons in Household: (Minimum #)	Persons in Household: (Maximum #)
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	6	10
6 Bedrooms	8	12

## **Component C: Eligibility, Selection and Admission Policies for Public Housing**

### **B. EXCEPTIONS TO OCCUPANCY STANDARDS**

The PHA will grant exceptions from the guidelines in cases where it is the family's request or the PHA determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances, and there is a vacant unit available. If an applicant requests to be listed on a smaller or larger bedroom size waiting list, the following guidelines will apply:

The PHA may offer a family a unit that is larger than required by the PHA's occupancy standards, if the waiting list is short of families large enough to fill the vacancy.

In all cases, where the family requests an exception to the general occupancy standards, the PHA will evaluate the relationship and ages of all family members and the overall size of the unit.

Requests for a larger bedroom due to medical equipment must be verified by a doctor.

Requests based on health related reasons must be verified by a doctor.

The PHA will not assign a larger bedroom size due to additions of family members other than by birth, adoption, marriage, or court-awarded custody.

### **C. ACCESSIBLE UNITS**

The PHA has units designed for persons with mobility, sight and hearing impairments. These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Accessible units will be offered and accepted by non-mobility impaired applicants only with the understanding that such applicants must accept a transfer to a non-accessible unit at a later date if a person with a mobility impairment requiring the unit applies for housing and is determined eligible.

### **D. FAMILY MOVES**

When a change in the circumstances of a tenant family requires another unit size, the family's move depends upon the availability of a suitable size and type of unit. If the unit is not available at the time it is requested, the family will be placed on the Transfer List.

The unit considerations in this section should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in this policy, the case should be taken to the manager who will make determination after review of the situation, the individual circumstances, and the verification provided.

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

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### **STATEMENT OF THE PHA'S RENT DETERMINATION POLICIES**

#### **PUBLIC HOUSING**

##### **Option 2**

The PHA's Admissions & Continued Occupancy Policy (ACOP) has recently been revised and approved by the Board of Commissioners. The Admissions & Continued Occupancy Policy has not yet been submitted to HUD.

Relevant portions of the revisions to the ACOP are attached in this component of the Annual Plan.

The PHA's Admissions & Continued Occupancy Policy is available at the following locations for review by tenants, applicants and the public.

Housing Authority Office, 809 W. Davis St., Hearne, Texas 77859

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

### **ADMISSIONS AND OCCUPANCY POLICY**

#### **A. MINIMUM RENT**

The PHA's minimum rent policies are designed to relieve public housing residents of financial hardship when changes occur in family income, which would otherwise have a negative impact on the family.

The minimum rent for the PHA is \$45.00.

The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

#### **PHA Procedures for Notification to Families of Minimum Rent Hardship Exception**

The PHA will notify all families at time of leaseup and at annual recertification of their right to request a minimum rent hardship exception.

The PHA notification will advise the family that hardship exception determinations are subject to PHA grievance procedures.

The PHA will review all tenant requests for exception from the minimum rent due to financial hardships.

All requests for minimum rent exception are required to be in writing.

Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.

#### **PHA Procedures for Hardship Exceptions**

The PHA will immediately grant the minimum rent exception to all families who request it.

The minimum rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

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### **HUD Criteria for Hardship Exception**

In order for a family to qualify for a hardship exception, the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance; including a family that includes a member who is an alien lawfully admitted for permanent residences under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;

The family would be evicted as a result of the imposition of the minimum rent;

The income of the family has decreased because of changed circumstance, including loss of employment;

A death in the family has occurred; and

Other situations as may be determined by HUD or the PHA.

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of the suspension.

The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.

### **Temporary Hardship**

If the PHA determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

### **Repayment Agreements for Temporary Hardship**

The PHA will offer a reasonable repayment agreement to the family for any such rent not paid during the temporary hardship period.

If the family owes the PHA money for rent arrears incurred during the minimum rent period, the PHA will calculate the total amount owed.

If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the PHA will reevaluate the family's ability to pay the increased rent amount and:

Determine whether the family has the means to meet the obligation and if so determined, initiate eviction proceedings for nonpayment of rent; or

Determine that the repayment agreement is a financial hardship to the family and if so, restructure the existing repayment agreement.

### **Retroactive Determination**

The PHA will reimburse the family for minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

### **B. INCOME CHANGES FROM WELFARE PROGRAM**

Families will not have their rents reduced (to the extent that the decrease in income is a result of the benefit reduction) if welfare or public assistance is reduced due to:

Fraud; or

Any failure of any member of the family to comply with conditions under the assistance program requiring participation in an economic self-sufficiency program; or

Any failure of any member of the family to comply with conditions under the assistance program imposing a work activities requirement.

This section is not applicable for reduction in benefits as a result of:

The expiration of a lifetime time limit; or

Where the family has complied with welfare program requirements but is unable to obtain employment.

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

### **C. FAMILY CHOICE IN RENTS**

#### **Authority for Family to Select**

The PHA shall provide for each family residing in a public housing unit to elect annually whether the rent paid by such family shall be determined under clause (1) or (2) of paragraph B. The PHA may not at any time fail to provide both such rent options for any public housing unit owned, assisted or operated by the PHA.

Annual choice: The PHA shall provide for families residing in public housing units to elect annually whether to pay income-based rent or flat rent.

#### **Allowable Rent Structures**

##### **Flat Rents**

The PHA has established, for each dwelling unit in public housing, a flat rental amount for the dwelling unit, which:

- Is based on the rental value of the unit, as determined by the PHA; and

- Is designed so that the rent structures do not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency through their own efforts.

- Does not exceed the actual monthly costs to the PHA attributable to providing and operating the dwelling unit.

The PHA shall review the income of families paying flat rent not less than once every 3 years.

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

### **Income-Based Rents**

The monthly Total Tenant Payment amount for a family shall be an amount, as verified by the PHA, that does not exceed the greatest of the following amounts:

30 percent of the family's monthly adjusted income;

10 percent of the family's monthly income; or

The PHA's Minimum TTP of \$45.00

### **Switching Rent Determination Methods Because Of Hardship Circumstances**

In the case of a family that has elected to pay the PHA's flat rent, the PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent, during the period for which such choice was made, upon a determination that the family is unable to pay the flat rent because of financial hardship, including :

Situations in which the income of the family has decreased because of changed circumstances, loss of or reduction of employment, death in the family, and reduction in or loss of income of other assistance;

An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

Such other situations as may be determined by the PHA.

The rental policy developed by the PHA encourages and rewards employment and self-sufficiency.

### **D. PHA'S FLAT RENT METHODOLOGY**

The PHA has set a flat rent for each public housing unit, based on the reasonable market value of the unit, using the following methodology:

The PHA's flat rents are identical to the current ceiling rents utilized by the PHA, as follows:

The PHA will use 95% of the Fair Market Rent as flat rent for each unit, as follows:

The PHA has adopted the following flat rents:

**Public Housing Development**

**Flat Rent**

## **Component D- Statement of the PHA's Rent Determination Policies- PH**

### **Development**

0 BR		\$261.00
1 BR	346.00	
2 BR	388.00	
3 BR	488.00	
4 BR	558.00	

### **E. CEILING RENTS**

The PHA chooses not to adopt/continue ceiling rents and will instead adopt flat rents for all public housing units.

### **F. DISALLOWANCE OF EARNED INCOME FROM RENT DETERMINATIONS**

Under the Quality Housing and Work Responsibility Act of 1998 ( QHWRA), the rent for eligible families may not be increased as a result of the increased income due to such employment during the 12-month period beginning on the date on which the employment begins.

A family eligible for the earned income exclusion is a family that occupies a dwelling unit in a public housing project; and

whose income increases as a result of employment of a member of the family who was previously unemployed for one or more years;

whose earned income increases during the participation of a family member in any family self-sufficiency or other job training program; or

who is or was, within six months, assisted under any State program for TANF and whose earned income increases.

Upon the expiration of the 12-month period referred to above, the rent payable by an eligible family may be increased due to the continued employment of the family member described in above, except that during the 12-month period beginning upon such expiration the amount of the increase may not be greater than 50 percent of the amount of the total rent increase that would be applicable except for this exclusion.

As an incentive to help public housing residents achieve economic self-sufficiency, the PHA does not require that public housing residents report any increases in income until the following annual reexamination. For families eligible under the QHWRA, the earned income exclusion will begin on the annual reexamination date following the date employment begins.

### **G. INDIVIDUAL SAVINGS ACCOUNTS**

The PHA chooses not to establish a system of individual savings accounts for families who qualify for the disallowance of earned income.

### **H. PHA PERMISSIVE DEDUCTIONS TO PROMOTE SELF-SUFFICIENCY**

## **Component D- Statement of the PHA's Rent Determination Policies- Section 8**

The PHA chooses not to offer permissive deductions.

## **Component E - A Statement of the PHA's Operations and Management**

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### **A STATEMENT OF THE PHA's OPERATIONS AND MANAGEMENT**

#### **PART 1**

##### **AGENCY MANAGEMENT POLICIES**

The following policies are available for review at the PHA office located at 809 W. Davis St.:

Admissions and Continued Occupancy Policy – Public Housing

Community Center(s) Policy

Criminal Records Management Policy

Disposition Policy

Drug Free Policy

Maintenance Plan (including pest prevention/eradication policy)

Personnel Policy

Pest Control Policy (part of Maintenance Plan)

Pet Policy

Procurement Policy

Travel Policy

##### **ORGANIZATIONAL STRUCTURE**

A copy of the agency's organizational chart follows.

#### **PART 2**

##### **PHA PROGRAMS**

## **Component E - A Statement of the PHA's Operations and Management**

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The programs operated by the PHA are listed below.

<b>Program Type</b>	<b>Program Description</b>
Public Housing	148 low rent public housing units
	2 units leased to Texas Department of Health

### **List of Public Housing Developments**

The Public Housing developments operated by the PHA are listed below.

<b>Development Name</b>	<b>Location</b>	<b>Number of Units</b>	<b>Estimated Turn Over</b>
McCollum- Henry	809 W. Davis St.	Total 84 units	3 units
TX063001		28 family & disabled designated units	
TX063002		26 elderly units	
TX063003		30 elderly & family units	
Tyler	401 N. Colorado St.	Total 46 units	2 units
TX063001		30 family units	
TX063002		16 elderly units	
Ramby TX063002	201 Moss Ave.	Total 18 family units	1 units

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **STATEMENT OF THE PHA's GRIEVANCE PROCEDURES**

#### **PUBLIC HOUSING**

##### **Option 1:**

The PHA has previously submitted its Grievance Procedures to HUD on June 16, 2000. The PHA received notification of HUD approval of relevant portions. There are no additional revisions at this time.

The PHA's Grievance Procedures are available at the following locations for review by tenants, applicants and the public.

**Housing Authority Office, 809 W. Davis St., Hearne, Texas 77859**

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **A. COMPLAINTS**

The PHA will respond promptly to all complaints.

#### **Complaints from Families**

If a family disagrees with an action or inaction of the PHA, complaints will be referred to the executive director. Complaints regarding physical condition of the units may be reported by phone to the office staff.

#### **Complaints from Staff**

If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules, the complaints will be referred to the executive director.

#### **Complaints from the General Public**

Complaints or referrals from persons in the community in regard to the PHA or a family will be referred to the executive director.

Anonymous complaints will be checked whenever possible.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **B. APPEALS BY APPLICANTS**

Applicants who are determined ineligible, who do not meet the PHA's admission standards, or where the PHA does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the PHA within 10 working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the PHA will provide an informal hearing within 10 working days of receiving the request. The PHA will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by the PHA will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within 14 working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing tenants do not apply to PHA determinations that affect applicants.

### **C. APPEALS BY TENANTS**

Grievances or appeals concerning the obligations of the tenant or the PHA under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the PHA, which is in effect at the time such grievance or appeal arises.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"**

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

#### **INS Determination of Ineligibility**

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or tenant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in the "Grievance Procedures" section of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

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Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **E. GRIEVANCE PROCEDURES**

#### **Definitions**

"Grievance". Any dispute which a tenant may have with respect to a Housing Authority action or failure to act in accordance with the individual tenant's lease or PHA regulations which adversely affect the individual tenant's rights, duties, welfare, or status, including disputes over refusals to renew the public housing lease due to lack of compliance with the community service requirement, and disputes over the PHA's refusal to lower rent payment after welfare assistance payments are reduced due to fraud or non-compliance with the welfare program.

"Complainant". Any tenant whose grievance is presented to the PHA or at the site/management office informally or as part of the informal hearing process.

"Hearing Officer/Hearing Panel". A person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

"Tenant". A lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by the PHA.

"Elements of Due Process". An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

Opportunity for the tenant to examine all relevant documents, records, and regulations of the PHA prior to the trial for the purpose of preparing a defense;

Right of the tenant to be represented by counsel;

Opportunity for the tenant to refute the evidence presented by the PHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

A decision on the merits of the case.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **Applicability for Due Process States**

This Grievance Procedure applies to all individual grievances, except any grievance concerning a termination of tenancy or eviction that involves:

Any activity, not just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or PHA employees, or

Any violent or drug-related criminal activity *on* or *off* such premises.

### **Pre-Hearing Procedures**

#### **Informal Conference Procedures**

Any grievance shall be presented orally or in writing to the PHA office or to the housing management office who sent the notice on which the grievance is based. Written grievances must be signed by the complainant. The grievance must be presented not past the first working day after the 10<sup>th</sup> day of the action or failure to act] which is the basis for the grievance. It may be simply stated, but shall specify:

The particular grounds upon which it is based,

The action requested; and

The name, address, and telephone number of the complainant, and similar information about the complainant's representative, if any.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing.

Within five working days, a summary of this discussion will be given to the complainant by a PHA representative. One copy will be filed in the tenant's file.

The summary will include: names of participants, the date of the meeting, the nature of the proposed disposition, and the specific reasons for the disposition. The summary will also specify the steps by which an formal hearing can be obtained.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **Dissatisfaction with Informal Conference**

If the complainant is dissatisfied with the proposed disposition of the grievance, s/he shall submit a written request for a hearing within 10 working days of the date of the summary of the informal meeting.

The request for a hearing must be presented to the PHA's central office legal department.

The request must specify the reason for the grievance request and the relief sought.

### **Failure to Request a Formal Hearing**

If the complainant does not request a formal hearing within 10 working days, s/he waives his/her right to a hearing, and the PHA's proposed disposition of the grievance will become final. This section in no way constitutes a waiver of the complainant's right to contest the PHA's disposition in an appropriate judicial proceeding.

### **Right to a Hearing**

After exhausting the informal conference procedures outlined above, a complainant shall be entitled to a hearing before a hearing officer.

The head of household or other adult household member must attend the hearing.

If the complainant fails to appear within 15 minutes of the scheduled time, the complainant waives their right to a hearing.

The PHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. The PHA must be notified within 3 days of the scheduled time if special accommodations are required.

### **Selection of Hearing Officer**

A grievance hearing shall be conducted by an impartial person or persons appointed by the PHA other than the person who made or approved the PHA action under review, or a subordinate of such person.

### **Procedures to Obtain a Hearing**

#### **Informal Prerequisite**

All grievances must be informally presented as a prerequisite to a formal hearing.

The hearing officer may waive the prerequisite informal conference if, and only if, the complainant can show good cause why s/he failed to proceed informally.

#### **Escrow Deposit**

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

Before a hearing is scheduled in any grievance involving an amount of rent the PHA claims is due, the complainant shall pay to the PHA all rent due and payable as of the month preceding the month in which the act or failure to act took place.

The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account each month until the complaint is resolved by decision of the hearing official or panel.

The PHA may waive these escrow requirements in extraordinary circumstances.

Unless so waived, failure to make the required escrow payments shall result in termination of the grievance procedure.

Failure to make such payments does not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in any appropriate judicial proceeding.

### **Scheduling**

If the complainant complies with the procedures outlined above, a hearing shall be scheduled by the hearing officer promptly within 10 working days at a time and place reasonably convenient to the complainant and the PHA.

A written notification of the date, time, place, and procedures governing the hearing shall be delivered to the complainant and the appropriate PHA official.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

### **Hearing Procedures**

The hearing shall be held before a hearing officer.

The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

The opportunity to examine and to copy before the hearing, at the expense of the complainant, all documents, records and regulations of the PHA that are relevant to the hearing with at least a 24 hour notice to the legal department prior to the hearing. Any document not so made available after request by the complainant may not be relied upon by the PHA at the hearing.

The PHA shall also have the opportunity to examine and to copy at the expense of the PHA all documents, records and statements that the family plans to submit during the hearing to refute the PHA's inaction or proposed action. Any documents not so made available to the PHA may not be relied upon at the hearing.

The right to a private hearing unless otherwise requested by the complainant.

The right to be represented by counsel or other person chosen as a representative.

The right to present evidence and arguments in support of the complaint, to controvert evidence presented by the PHA , and to confront and cross-examine all witnesses upon whose testimony or information the PHA relies, limited to the issues for which the complainant has received the opportunity for a formal hearing; and

The right to a decision based solely and exclusively upon the facts presented at the hearing.

If the hearing officer determines that the issue has been previously decided in another proceeding, a decision may be rendered without proceeding with the hearing.

If the complainant or PHA fail to appear at the scheduled hearing, the hearing officer may:

make a determination that the party has waived his/her right to a hearing.

Such a determination in no way waives the complainant's right to appropriate judicial proceedings in another forum.

## **Component F - Statement of the PHA's Grievance Procedures- Public Housing**

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed.

The hearing shall be conducted by the hearing officer as follows:

Informal: Oral and documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;

Formal: The hearing officer shall require the PHA, complainant, counsel, and other participants and spectators to conduct themselves in an orderly manner. The failure to comply with the directions of the hearing official/panel to maintain order will result in the exclusion from the proceedings, or a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

The PHA arranges, in advance, in writing, for a transcript or audiotape of the hearing. Any interested party may purchase a copy of such transcript.

### **Decisions of the Hearing Officer/Panel**

The hearing officer shall give the PHA and the complainant a written decision, including the reasons for the decision, within 14 working days following the hearing. The PHA will place one copy in the tenant files. The written decision will be sent to the address provided at the hearing.

The decision of the hearing officer shall be binding on the PHA which shall take all actions necessary to carry out the decision, unless the complainant requests Board action within 10 working days prior to the next Board meeting. The PHA Commissioners' decision will be mailed to the complainant with 14 working days following the Board meeting, and so notifies the complainant that:

The grievance does not concern the PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations which adversely affect the complainant's rights, duties, welfare or status;

The decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the PHA.

A decision by the hearing officer or PHA Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the complainant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

## **Component F- Statement of the PHA's Grievance Procedures-Section 8**

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### **Housing Authority Eviction Actions**

If a tenant has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a PHA notice of termination of tenancy, and the hearing officer upholds the PHA action, the PHA shall not commence an eviction action until it has served a notice to vacate on the tenant.

In no event shall the notice to vacate be issued prior to the decision of the hearing officer having been mailed or delivered to the complainant.

Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date as stated in the notice of termination, whichever is later, appropriate action will be brought against the complainant. The complainant may be required to pay court costs and attorney fees.

## **Component G - A Statement of Capital Improvements Needed**

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### **A STATEMENT OF CAPITAL IMPROVEMENTS NEEDED**

#### **CAPITAL IMPROVEMENT NEEDS**

As required under the Quality Housing & Work Responsibility Act of 1998, the **Hearne Housing Authority** is submitting its Capital Improvement Plan. This submission includes both the long term capital improvements needed as well as the capital improvements planned for the fiscal year beginning **October 1, 2000**.

Exhibit 1 includes:

**A list of capital improvements needed over the next five fiscal years**

Exhibit 2 includes:

**A list of capital improvements planned for the fiscal year beginning October 1, 2000.**

This information has been developed based on an analysis of the:

**work orders received by the housing authority over the last 18 months**

**trends identified through analysis of the work orders and preventive maintenance programs**

**inspection reports completed on all public housing units during the last 12 month period**

**recommendations and requests received from residents of public housing units**

Capital improvements accomplished in the next fiscal year will depend on the level of funding available to the housing authority under the Capital Fund. At this time, the level of funding per unit is unknown. Depending on funding available, the capital improvements will be undertaken in the order shown, which indicates the priority need.

## **Component G - A Statement of Capital Improvements Needed**

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> Exhibit 1 - Capital Improvements needed over the next 5 years <

Replace all non-frost free refrigerators with frost free refrigerators

Replace all screen doors

Replace secondary maintenance truck

More security lighting

sprinkler system

repair existing sidewalks

refurbish, repair or replace playground equipment

air condition the elderly units

> Exhibit 2 - Capital Improvements needed over the next fiscal year beginning Oct. 1, 2000 <

Replace all non-frost free refrigerators with frost free refrigerators

Replace all screen doors

Replace secondary maintenance truck

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: TX24P063907 FFY of Grant Approval: (1999)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	3,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	2,000
8	1440 Site Acquisition	
9	1450 Site Improvement	43,369
10	1460 Dwelling Structures	73,440
11	1465.1 Dwelling Equipment-Nonexpendable	90,060
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	42,360
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	

20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	254,229
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	42,720
24	Amount of line 20 Related to Energy Conservation Measures	

#### **Annual Statement**

#### **Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX063001,2,3			
HAW	Administration	1410	3,000
HAW	Consultant fee & non-tech salaries	1430	2,000
HAW	Install sprinkler systems - 6 sites	1450	43,369
	Install vandal resistant screen doors	1460	73,440
	inspect, repair & replace all furnaces as necessary		
HAW	Purchase and install 98 refrigerators	1465.1	90,060
	Purchase and install 56 elderly units air conditioners		
HAW	Purchase and install new/added/replaced playground equipment	1475	42,360
	Purchase new maintenance truck		

#### **Annual Statement**

#### **Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

| TX063001,2,3 |

03/31/2000

| 9/30/2002 |

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: TX24P06350100 FFY of Grant Approval: (2000)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	3,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	4,000
8	1440 Site Acquisition	
9	1450 Site Improvement	60,000
10	1460 Dwelling Structures	53,518
11	1465.1 Dwelling Equipment-Nonexpendable	154,300
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	14,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>288,818</b>

21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	38,518

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
TX063001,2,3 HAW	Administration	1410	3,000
HAW	Consultant fees & non-tech salaries	1430	4,000
HAW	All 6 sites-plant trees, shape ditches and rework sidewalks as necessary	1450	60,000
	Add seal & chip coat to site only street		20,000
HAW	Chang out all overhead incandescent to flourescent	1460	38,518
	Remove all graffiti		15,000
HAW	Replace 60 refrigerators	1465.1	21,000
	install a/c in 92 non-elderly units		133,300
HAW	Replace ground mower		14,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
TX063001,2,3	03/31/2001	9/30/2003



**Component H - Statement of Demolition and/or Disposition of Public Housing  
Units Owned by the Housing Authority**

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**STATEMENT OF DEMOLITION AND/OR DISPOSITION OF PUBLIC HOUSING  
UNITS OWNED BY THE HOUSING AUTHORITY**

**DEMOLITION/DISPOSITION PLANNED**

No demolition and/or disposition of public housing units owned/managed by the Housing Authority of the City of Hearne is planned for the next fiscal year beginning October 1, 2000.

**Component I - Statement of Public Housing Projects Designated for Elderly Families OR Families with Disabilities OR Elderly and Disabled Families**

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**STATEMENT OF PUBLIC HOUSING PROJECTS DESIGNATED FOR  
ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR  
ELDERLY AND DISABLED FAMILIES**

**OPTION 1**

The PHA has designated the developments or portions of developments indicated below for elderly and disabled families.

<b>Development Name</b>	<b>Address</b>	<b>Number of Units</b>
McCollum Henry Village	809 W. Davis St.	26 elderly units & 3 disabled units
Tyler Village	401 N. Colorado St.	16

**Other Considerations and Options for the PHA**

Persons needing wheelchair-accessible units will be counted as elderly if they are 62 or older and will be counted as "disabled" if they are below age 62. However, in the event of a vacancy in a wheelchair accessible unit, that vacancy is to be filled by the next person requiring such a unit, regardless of his or her age and regardless of the percentage of persons with disabilities already occupying units in the three buildings.

In the event that the PHA is unable to find qualified elderly families or families with disabilities sufficient to fill vacancies, the PHA will admit near-elderly families.

## **Component J - Statement of the Conversion of Public Housing to Tenant-Based Assistance**

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### **STATEMENT OF THE CONVERSION OF PUBLIC HOUSING TO TENANT-BASED ASSISTANCE**

#### **OPTIONS**

The Housing Authority of the City of Hearne is not required under the 1996 HUD Appropriations Act to convert any public housing units/buildings/developments to tenant based assistance. Upon issuance of the final rule on voluntary conversion, the housing authority may file an application for conversion of public housing units/buildings/developments to tenant based assistance.

#### **Voluntary Conversion**

Public housing authorities may convert any public housing project (or portion thereof) under the authority of Section 22 of Section 533 of the Quality Housing & Work Responsibility Act of 1998.

**Conversion Assessment:** To convert under the above referenced section, the public housing authority shall conduct an assessment of the public housing as follows:

A cost analysis that demonstrates whether or not the cost (both on a new present value basis and in terms of new budget authority requirements) of providing tenant based assistance under Section 8 for the same families in substantially similar dwellings over the same period of time is less expensive than continuing public housing assistance for the remaining useful life of the project;

An analysis of the market value of the public housing project both before and after rehabilitation and before and after conversion;

An analysis of the rental market conditions with respect to the likely success of the use of tenant based assistance under Section 8 in that market . . . including the availability of dwellings at or below the payment standard

The impact of the conversion to tenant based assistance on the applicable neighborhood

A plan that identifies actions that the PHA would take with regard to converting public housing to tenant based assistance

Conversion assessment will be submitted to the Secretary within two years of the effective date under section 503(a) of the QHWRA 1998.

**Criteria for Implementation of Conversion Plan:** Each plan will be developed by the PHA in consultation with the appropriate public officials, with significant participation by the residents of the project (or portion thereof); and will be consistent with and a part of the Agency Plan for the PHA.

## **Component J - Statement of the Conversion of Public Housing to Tenant-Based Assistance**

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**Review & Approval of Conversion Plans:** The Secretary will disapprove a conversion plan only if the plan is inconsistent with the conversion assessment and there is data available that contradicts the assessment or the plan fails to meet the requirements of Section 533 of the QHWRA 1998.

## **Component L - A Statement of the PHA's Safety and Crime Prevention Measures**

### **A STATEMENT OF THE PHA's SAFETY AND CRIME PREVENTION MEASURES**

#### **SAFETY AND CRIME PREVENTION PLAN**

##### **Option #1: PHA With No Significant Safety or Crime Problems**

The PHA has no significant safety or crime problems and has no plans to apply for Public Housing Drug Elimination Program funds this fiscal year.

##### **Goals and Objectives**

The goals and objectives of the PHA's Safety and Crime Prevention Plan are:

Examine the nature, frequency and severity of the overall safety, crime and drug problem in and around the PHA's public housing properties.

Conduct a resident survey of crime and safety issues.

Carefully analyze results of HUD's Resident Service and Satisfaction Survey.

Work with local law enforcement agencies to identify any gang involvement in and around the PHA's public housing properties and develop a gang abatement strategy.

Make physical improvements to enhance security. Resources to be applied include Capital Fun and CIAP funds.

The PHA plans to institute the following measures in order to ensure the continued safety of public housing residents:

The PHA involves resident in the identification of any potential or actual safety and security problems, the development of effective measures to prevent or resolve potential or actual problems, and feedback in monitoring effectiveness.

The PHA completes or abates all emergency work orders within 24 hours.

The PHA handles after-hour emergency calls by ensuring that key maintenance or property management staff are on call at all times.

The PHA shall visit each development at least monthly in order to assess general condition of the development, including any potential safety and security problems.

The PHA checks to ensure that all smoke detectors are operable each time any maintenance or management staff enters a unit.

The PHA charges \$5.00 to residents for the first offence for smoke detectors, where the battery has been removed.

## **Component L - A Statement of the PHA's Safety and Crime Prevention Measures**

The PHA publishes a resident newsletter for all public housing residents at least monthly. Safety and security issues are discussed.

The PHA involves resident in the identification of any potential or actual crime problems, the development of effective measures to prevent or resolve potential or actual problems, and feedback in monitoring effectiveness.

The PHA conducts after-hours inspections to check outside lights and lease violations at least monthly.

The PHA shall ensure that outside lighting is adequate at each development.

The PHA shall make physical improvements as necessary to enhance security.

The PHA shall install security screen doors at the all developments.

The PHA shall visit each development at least monthly in order to assess general condition of the development, including ensuring that no drug- or gang-related activity is occurring.

The PHA shall inspect vacant units at timely intervals in order to ensure that vandalism, illegal entry, or use for illegal activities is not occurring.

The PHA plans to continue the following coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

The Hearne Police Department shall conduct neighborhood patrols at all developments daily.

The PHA shall supply the Hearne Police Department with information concerning any incident, evidence or crime-related lease violation at any public housing development.

The Hearne Police Department shall supply the PHA with information concerning any apprehension, incident or arrest at any public housing development.

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## **PET POLICY**

Families residing in a Public Housing unit are allowed to keep common household pets in their apartments as stated in their lease and in accordance with the Code of Federal Regulations. Families may request permission to keep a common household pet. Households may keep only one common household pet if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification

### **Limitations**

No pet will be allowed if weight exceeds 10 pounds.

No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to snakes, poisonous reptiles and vicious dogs.

### **Registration**

Registration is not required.

No animal or pet may be kept in violation of humane or health laws.

### **Animal Restraint**

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc.

### **Sanitation Standards**

Residents will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied every 2 days and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals.

The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

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Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

### **Potential Problems and Solutions**

Residents will not permit any disturbances by their pets which would interfere with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Housing Authority may enter the owner's apartment to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

The action may include also placing the pet in a facility to provide care and shelter for a period not to exceed 30 days.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Housing Authority may place the pet in proper facility for up to 30 days. If there is no other solution at the end of 30 days, the manager may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animals.

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 30 days of notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

This policy will be incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

## **Component N - Civil Rights Certification**

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### **CIVIL RIGHTS CERTIFICATION**

October 1, 2000

The Housing Authority of City of Hearne hereby certifies that all programs and activities included in the Authority's Five Year and Annual Plans will be carried out in full compliance with Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

In addition, the Housing Authority confirms that to affirmatively further fair housing, the Authority has reviewed programs and activities to identify any impediments to fair housing choice and finding none, further certifies that it will continue to be cognizant of any impediments and work with the City to implement initiatives to further fair housing in the jurisdiction.

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Housing Authority of City of Hearne

By: Patricia Jentsch Date: September 30, 2000